

Summer Internship Position Title: 1897 Poe House Docent, 2 positions available

Description: The selected intern will provide guided tours of the 1897 Poe House for walk in visitors during the week. Tours are offered at 11:00, 1:00, and 3:00 Tuesday through Friday. Between tours, the intern would assist the Education Staff with various projects related to special events, publicity, scheduling, etc.

Work Schedule: The internship will last from June-August with start and end dates to be determined by the selected candidate's school schedule. Weekday schedule is negotiable; however, the intern must be willing to volunteer 100 hours during the internship. If two interns are selected, the preferred schedule would be Tues/Thurs 11:00 am-4:00 pm for one position and Wed/Fri 11:00 am-4:00 pm for the second position. The selected candidate must be able to attend a minimum of two training sessions prior to the internship start date. Training dates will be arranged around the candidate's schedule.

Wage: This is a volunteer (uncompensated) internship opportunity.

Qualifications: Candidates from all backgrounds with a demonstrated interest in museum work, visitor services, history, and education. Candidates must be rising high school juniors/seniors or rising college students enrolled as of August 2014. Applicant must be comfortable using the telephone, computer (Outlook, Excel, and database programs in a PC environment), and copy machines. The position requires an outgoing personality and great public speaking skills.

To Apply: Interested candidates should send an application, and cover letter to:

Megan Maxwell, 1897 Poe House Education Coordinator
Museum of the Cape Fear Historical Complex
P.O. Box 53693
Fayetteville, NC 28305

For More Information: Call 910-486-1330 or email megan.maxwell@ncdcr.gov.

Application Deadline: April 30, 2014